Professional Teleprompter Setup Guide

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Teleprompter Assembly - Main Parts

1. Teleprompter Frame

3. Velcro for Hood

7. Lens Hood

9. Teleprompter Sled

2. Teleprompter Mirror

4. Teleprompter Frame Screws

5. Camera Mounting Hardware

6. Quick Release Mounting Hardware

8. Camera Riser Blocks

Main Teleprompter Parts

Teleprompter Sled

Teleprompter Assembly - Frame

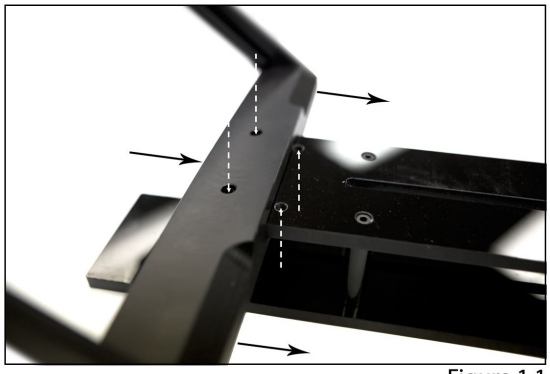


Figure 1.1

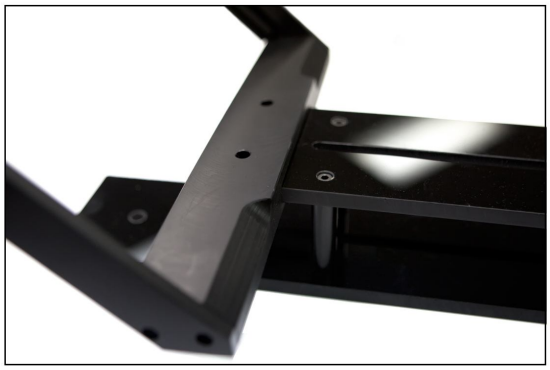


Figure 1.2

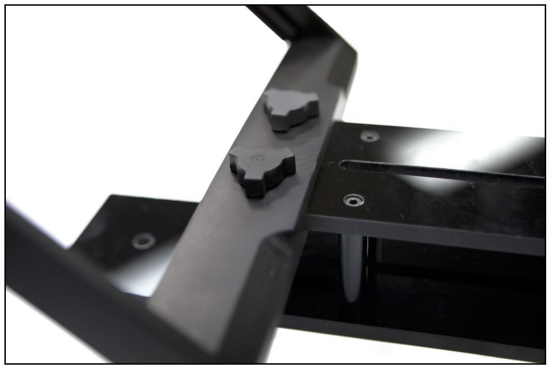


Figure 1.3

1. ATTACHING THE FRAME TO THE SLED

Slide the frame onto the top/front side of the teleprompter sled.
(Figure 1.1)

Make sure to line up the two sets of holes over each other on each part.
(Figure 1.2)

To secure the frame to the sled, screw in the two thumb screws into the top of the telepromter frame.
(Figure 1.3)

Teleprompter Assembly - Lens Hood

Figure 2.1

2. ATTACHING THE LENS HOOD

Stick the strips of Velcro to the sides and bottom of the teleprompter frame.
(Figure 2.1)

The long strips are for the sides, the shorter strips are for the bottom.
(Figure 2.2)

Wrap the cloth lens hood over the frame attaching it to the Velcro strips.
(Figure 2.3)

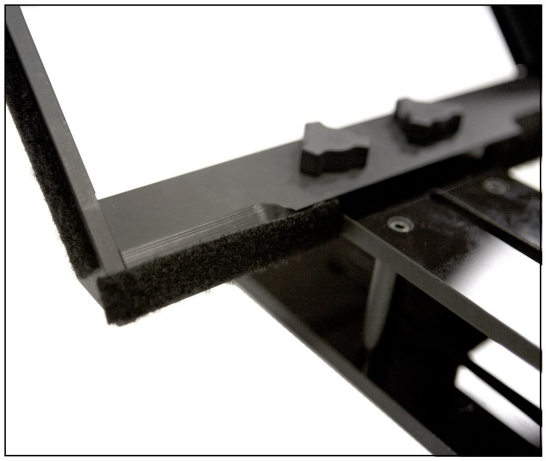


Figure 2.2

Figure 2.3

Teleprompter Assembly - Tripod Mounting

Figure 3.1 - Manfrotto 701HDV Head w/ 501PL Plate

Figure 3.2 - Standard Photo Tripod

3. MOUNTING THE TELEPROMPTER

The recommended way to mount your teleprompter is by using a tripod that is fitted with a quick release adapter. (Figure 3.1)

*Quick Release Sold Separately

The advantage of using a tripod with a head and quick release adapter is that it gives you the freedom to remove the teleprompter (or your camera) from the tripod quick and easily .

If you have a standard photo tripod which has a short 1/4" or 3/8" thread coming out of the top... (See Figure 3.2) You will need a quick release adapter. (Figure 3.3)

Shown below is a Manfrotto 577 Quick Release Adapter with 501PL Plate which has a threaded hole on the bottom which can screw onto most standard tripods threads. (Figure 3.4)

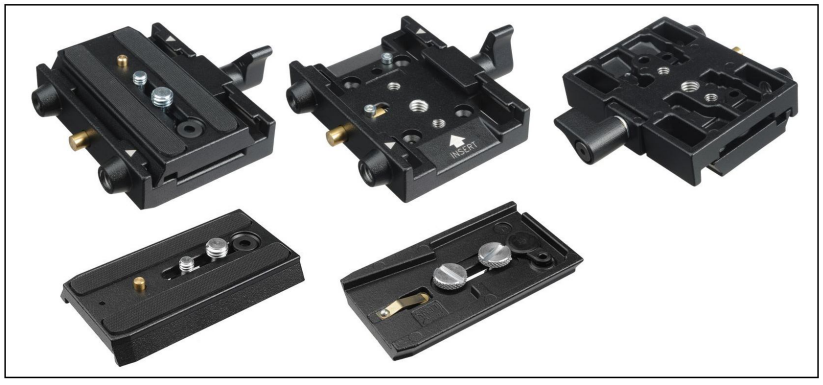


Figure 3.3 - Manfrotto 577 Quick Release Adapter with 501PL Plate

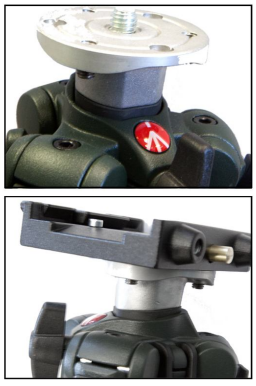


Figure 3.4

Teleprompter Assembly - Quick Release Mount

Figure 4.1

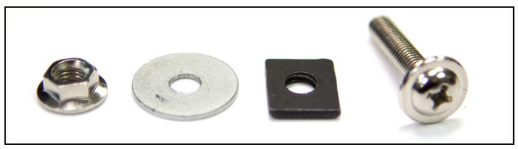


Figure 4.2

Figure 4.3

4. ATTACHING THE QUICK RELEASE PLATE

Remove any 1/4"-20 and 3/8" camera screws that me be installed in the plate. Pull back rubber plug from bottom to remove screws.
(Figure 4.1)

Locate the included screw, washers and nut inside your teleprompter kit.
(Figure 4.2)

Insert the Phillips head screw and the black square washer into the bottom slot of the quick release plate.
(Figure 4.3)

Center the entire quick release plate under the teleprompter sled and secure with the round washer and nut.
(Figure 4.4)

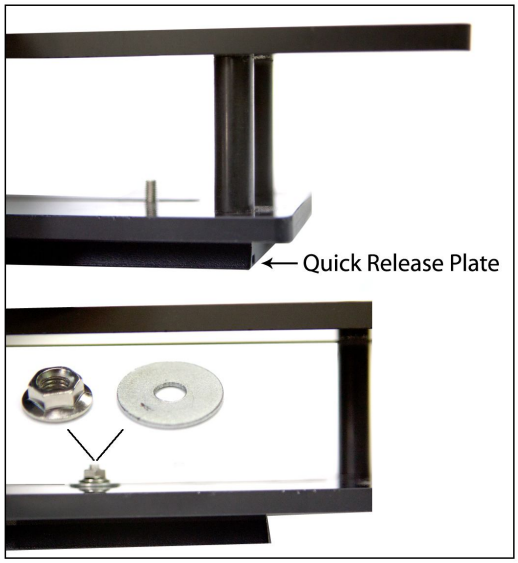


Figure 4.4

Teleprompter Assembly - Mount onto Tripod

5. ATTACHING THE TELEPROMPTER TO THE TRIPOD

Slide the entire teleprompter onto the quick release adapter and tighten down the quick release knob to secure it into place.
(Figure 5.1)

Figure 5.1

Teleprompter Assembly - Camera Mounting

Figure 6.1

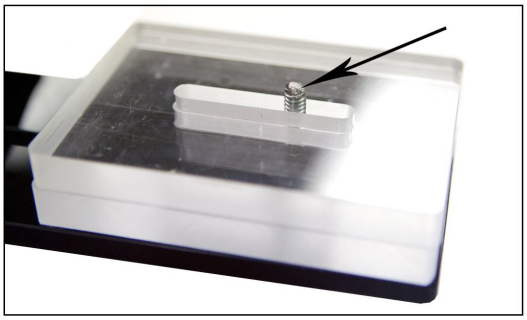


Figure 6.2

Figure 6.3

Figure 6.4

Figure 6.5

6. MOUNTING A CAMERA

Place a riser block onto the top/rear of the teleprompter sled. These blocks are used to adjust the cameras height.
(Figure 6.1)

Insert one of the included wing screws* and a washer through the bottom of the teleprompter sled and riser(s). Make sure at least a 1/4" or more is coming out of the top of the block(s).
(Figure 6.2) * Included are various length screws to accommodate using one or two blocks

Locate your cameras mounting hole on the bottom of your camera.
(Figure 6.3)

Carefully position your camera over the teleprompter and line up the screw with the cameras mounting hole.
(Figure 6.4)

Tighten the screw from the bottom into your camera to secure it onto the teleprompter. Do not over tighten.
(Figure 6.5)

Teleprompter Assembly - Lens Position

Figure 7.1

Figure 7.2

Figure 7.3

7. POSITIONING THE LENS

The optimal position for the camera is to position the lens in the center of the teleprompter frame.
(Figure 7.1)

With the lens positioned properly behind the teleprompter frame, you can now pull the cloth hood over the cameras lens.
(Figure 7.2)

To ensure no light leaks into the hood, Pull the drawstring cord to snug the cloth over your lens.
(Figure 7.3)

Teleprompter Assembly - Mirror Installation

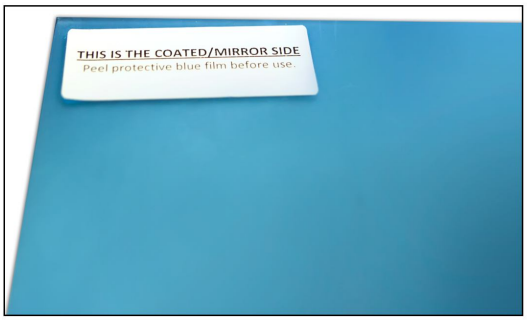


Figure 7.1

Figure 7.2

Figure 7.3

7. INSTALLING THE TELEPROMPTER MIRROR
The glass that is included with your teleprompter kit is a high definition compatible beamsplitter mirror.
(Figure 7.1)

There is a blue protective film that must be removed before using the mirror. Simply peel the blue plastic off starting from a corner using your finger nail.
(Figure 7.2)

Carefully slide the mirror into the top of the teleprompter frame. It is important to make sure that the reflective side* of the mirror is facing outward.
(Figure 7.3)

One side is mirror coated, and the other side has an anti-reflective coating. This allows you to have excellent picture quality, while still providing you with the reflection you need to see your text.
(Figure 7.4)

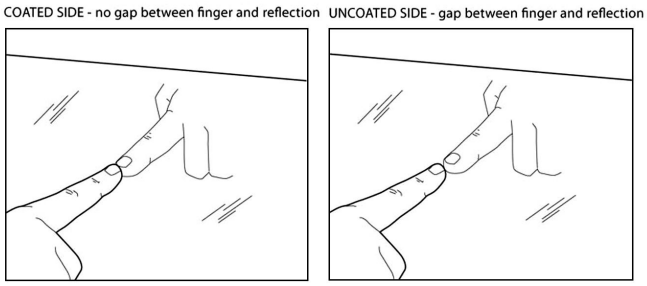


Figure 7.4

The coatings are durable, and you can clean them with standard glass cleaner.

Teleprompter Assembly - Monitor Installation

Figure 8.1

Figure 8.2

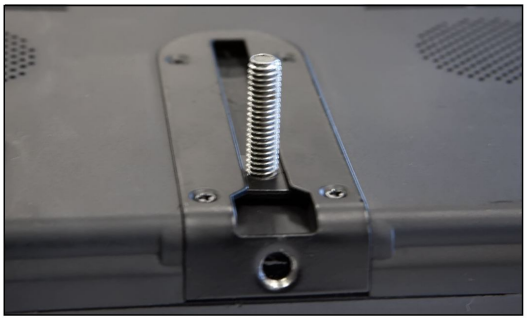


Figure 8.3

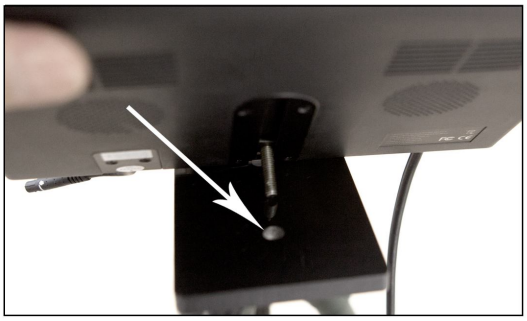


Figure 8.4

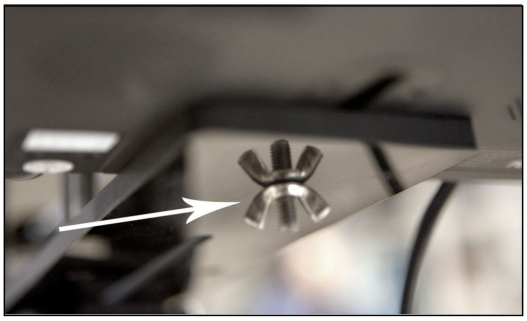


Figure 8.5

8. INSTALLING THE LCD MONITOR

Locate the monitor mounting hardware which consists of a square black washer, a black threaded post, and a silver wing nut. (Figure 8.1)

Screw the square black washer onto one end of the threaded post. (Figure 8.2)

Slide the square washer into the rear channel on the back of the LCD Monitor. (Figure 8.3)

Position the monitor onto the front of the teleprompter and place the threaded screw into the hole. (Figure 8.4)

Secure the monitor in place using the silver wing nut from the bottom side of the teleprompter sled. (Figure 8.5)

Thank you for purchasing our LCD Monitor Kit.

This LCD Monitor is designed to be used as an external video display, allowing the operator to step back from the camera while still being able to frame and capture the action without having to look through the usually small or non-existent cameras built-in viewfinder.

These monitors are compact enough for camera top mounting or attaching to a tripod, crane, jib or arm - and large enough to be seen on a desktop or rack mount from a distance. It's light weight, low power consumption and low cost make it ideal for any DV and HD video camera. The monitors have image orientation controls where the picture can be flipped for DOF (depth-of-field) adapters.

To insure best use of this unit, please read this user's manual carefully.

Important Safety Instructions

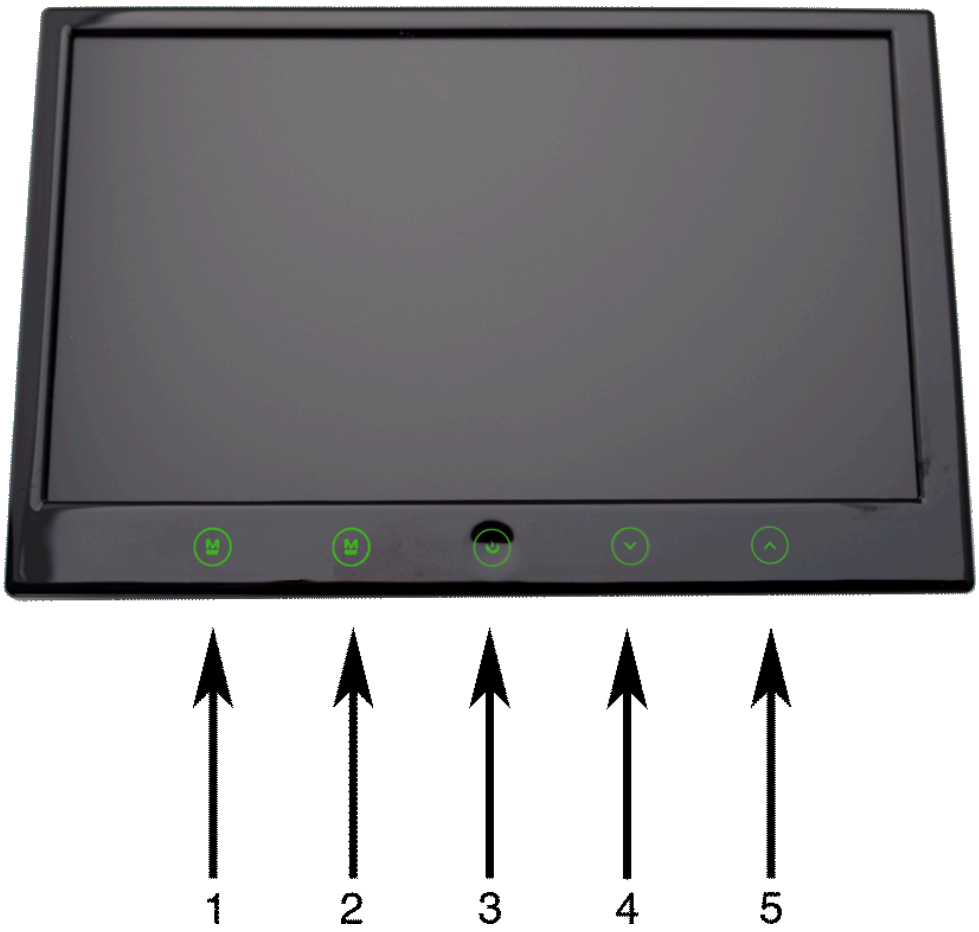
For your own safety and that of your equipment, always take the following precautions.

Use only the power adapter that came with your LCD. Adapters for other equipment may look similar, but may damage your display.

Disconnect the power (by pulling the plug, not the cord) if any of the following conditions exists:

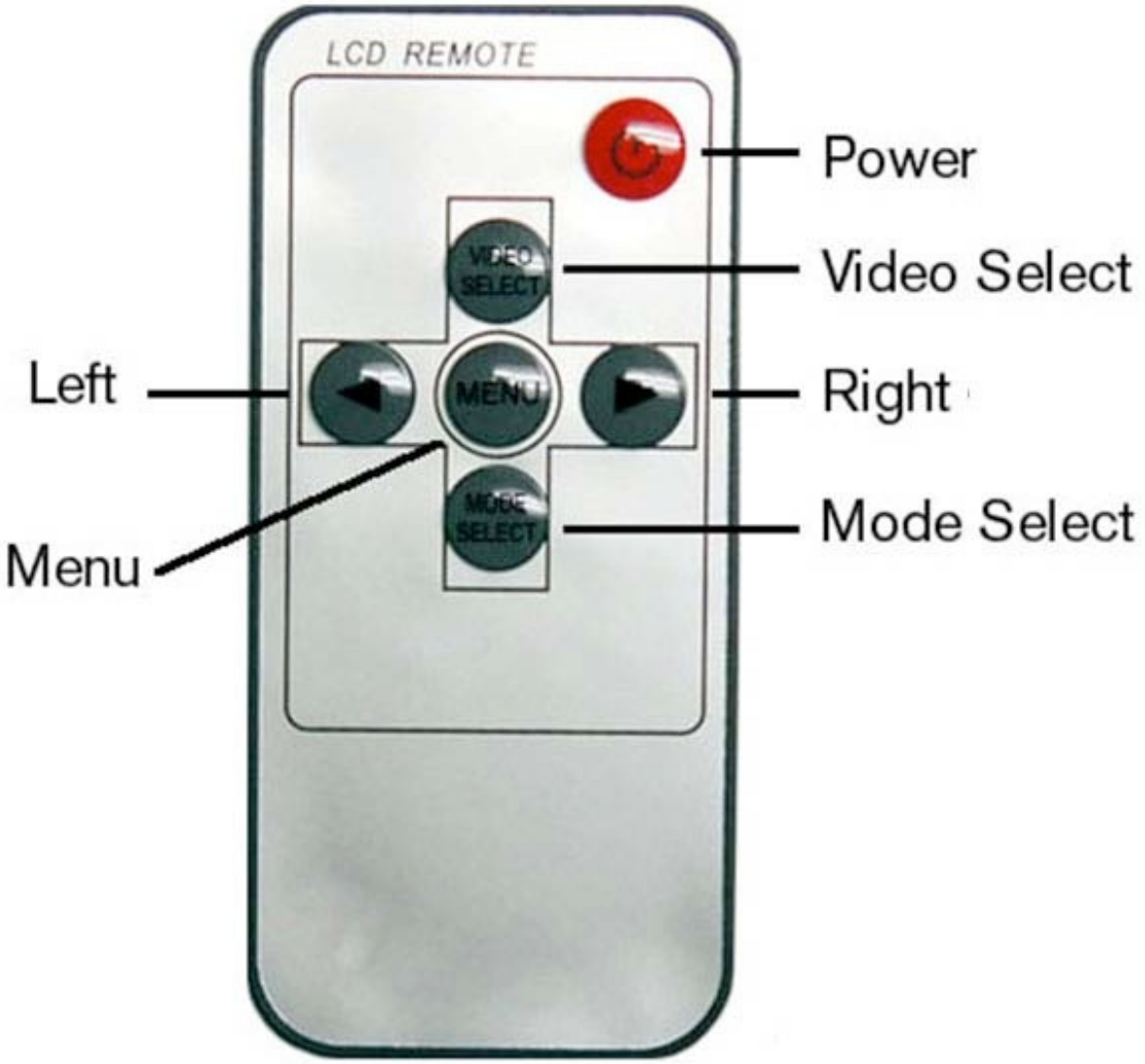
- the power cord or plug becomes frayed or otherwise damaged
- you spill something into the case
- your display is exposed to rain or any other excess moisture
- your display has been dropped or the case has been otherwise damaged
- you suspect that your display needs service or repair

LCD Monitor – Front View



1) Mode: AV1/AV2/HDMI Switch
2) TFT Menu
3) Power: On/Off
4) Decrease brightness,contrast,color,vol. etc.
5) Increase brightness,contrast,color,vol. etc.

Remote Control



Specifications

Monitor

Power Supply	DC 9V-16V
Power Consumption	5 W
Video System	PAL/NTSC
Auto-Memory Function	Yes
Unit Size	8.6" x 5.59" x 1.10"
Weight	2.42 lbs
Built-In HDMI Input	Yes
Built-In Stereo Speaker	Yes
IR Remote Control Function	Yes
Built-In IR Transmitter Function	Yes

Screen

Screen Type	9 Inch Digital Screen
Capacitive-Touch Button Function	Yes
Resolution	800X480 (WVGA)
Display Mode	4:3/16:9
Image Brightness /Contrast/ Color /Saturation adjustable	Yes

Input & Output

RCA Video Output	2 Channel
RCA Audio Output	2 Channel
Earphone Output	No
Built-In VGA Port	Yes

Teleprompter Software (PC)

This is our premium, full-featured teleprompter software.
(Windows XP/Vista/7)

Teleprompter PC Software .zip:

https://dl.dropboxusercontent.com/u/4037680/LCD4VideoPromtperSetup.zip

Teleprompter MAC Software .dmg:

https://dl.dropboxusercontent.com/u/4037680/MirrorScript.dmg

Retail Teleprompter Software

PromptDog Teleprompter Software (Mac OS X & Windows) [Free to Try]
Script-Q Promoter Software (Mac OS X) [Free to Try]

LCD Monitor Setup – AV Cable to LCD Monitor

➢ Connect the AV Cable to the LCD Monitor

- Black Plug – 12v Power Input
- Yellow RCA – Video Input 1
- Yellow BNC – Video Input 2
- White/Red RCA – Audio Input
- Thin Black – Connect to LCD Monitor

LCD Monitor Setup – AV Cable to Camera

➢ Connect the yellow RCA or BNC end on the AV Cable to your cameras video out or other source.

Example of the BNC Video out on a Canon XL2 and a Sony PMW-EX3 Video Camera.

This LCD Monitor is compatible with any Canon, Sony, Panasonic and JVC Cameras including HD models as well as Digital Cameras and any other video source. Video source must have an RCA or BNC video out to output the video to the LCD monitor. Some cameras may require an adapter such as a 'Male to Male RCA Adapter' or an 'S-Video to RCA Adapter'.

Example of the Video adapter that comes with many professional video cameras. (Mini Plug to RCA/S-Video)

Note: Canon XL2 Users:

The AV jack panel next to the battery well on the right side of the XL2, you'll find an S-video jack, a BNC video jack and a yellow RCA composite video jack. There's a small switch just to the left of the BNC jack which toggles the video signal between the BNC and RCA video jacks. If you're plugged into one of these two jacks and you're not getting a signal, it's probably because this switch isn't positioned correctly. It's very tiny and kind of easy to miss! See photo above.

DC IN
MONITOR OUT
S VIDEO
CH-1
AUDIO OUT
CH-2
COMPONENT OUT

VIDEO
IN/OUT

LCD Monitor Setup – LCD Monitor to Power

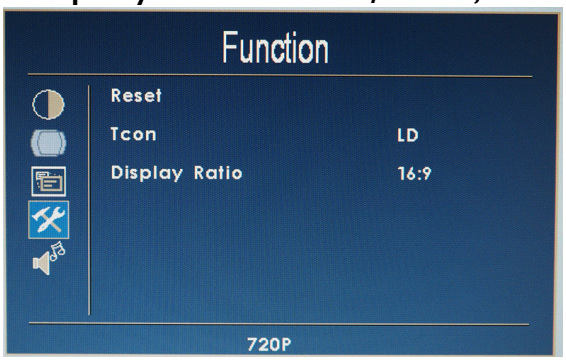
➢ Connect the AC Adapter to the small black end of the AV Cable. ➢ Plug the AC Adapter into a power outlet.

AV Cable

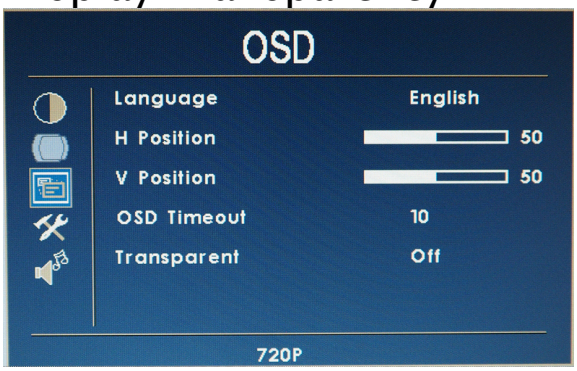
AC Adapter

Available Menu Settings

1 Color Settings, Brightness/Contrast/Saturation
Display Ratio 16: / 4:3, IR On/Off. Factory Reset



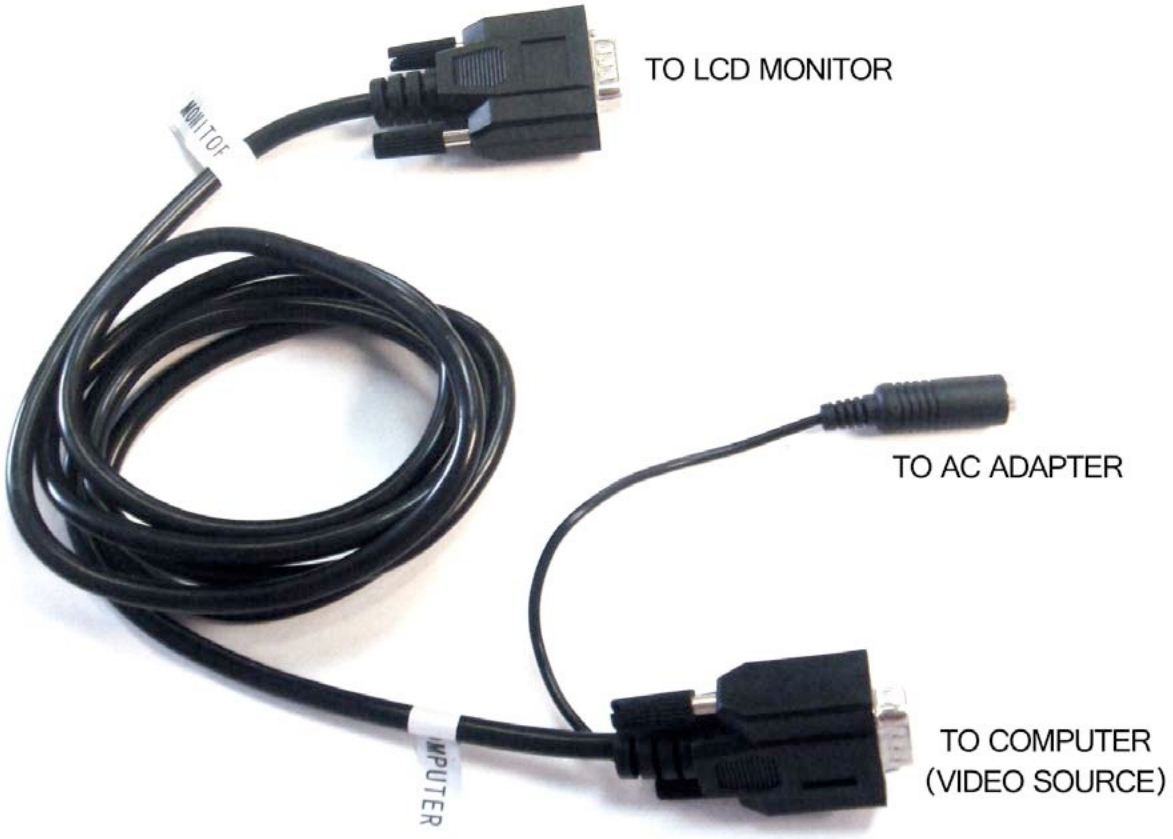
2 Settings, Menu Language, H/Y Position, Time Display,
Display Transparency



3 Volume Setting

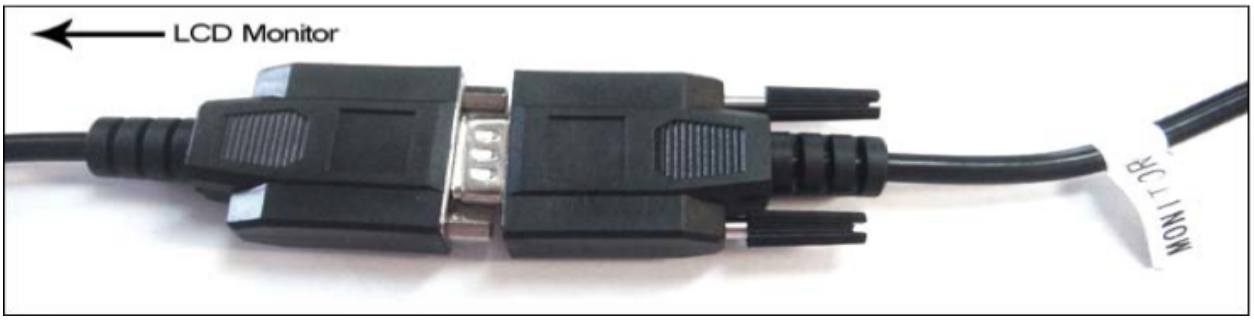
VGA Cable

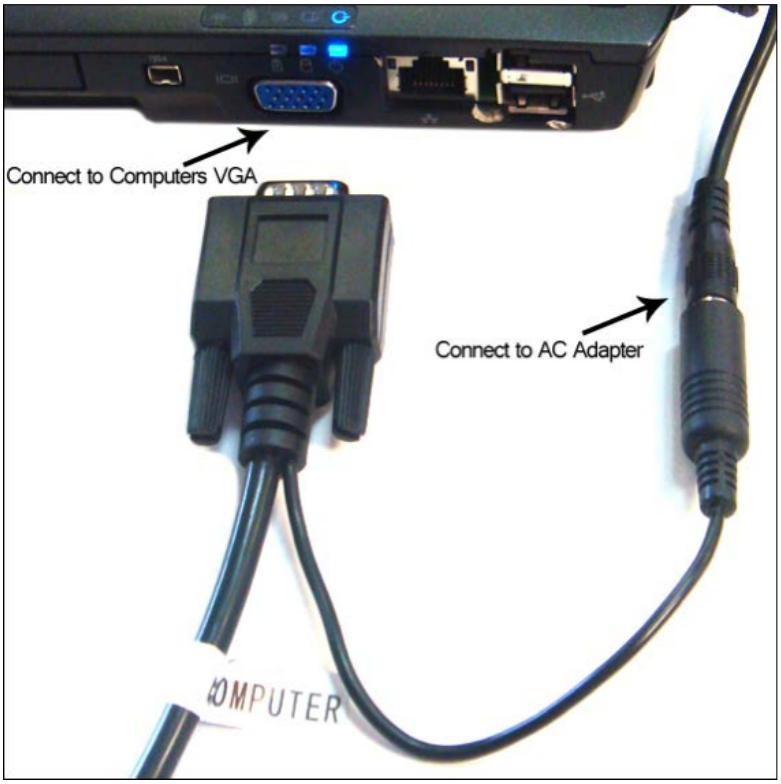
The special VGA Cable that is included also has a power connection which allows you to use the single VGA cable for both power and video without using the AV Cable.



VGA Cable Connections

➢ Make sure to connect the end labeled ‘MONITOR’ to the LCD Monitor.





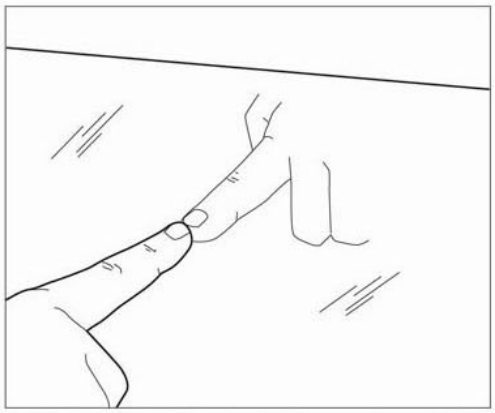
➢ Connect the other end to the VGA plug on your computer.
➢ Plug the AC Adapter into the small black plug on the ‘COMPUTER’ end of the VGA Cable.

Teleprompter Glass Guide

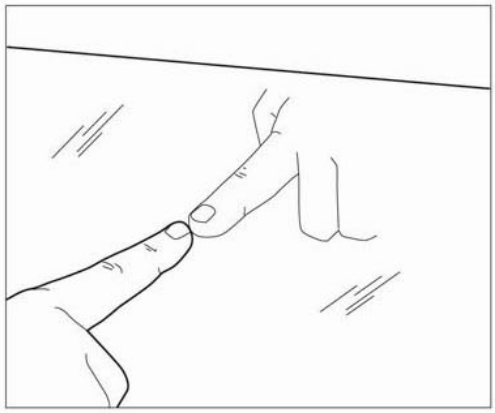
Red sticker faces the camera, Green sticker faces the person.

Hold an object such as your fingernail against the mirror. If there is a gap between the object and its reflection, it is the uncoated side. If there is no gap between the object and its reflection, it is the coated side.

The coated side is facing the speaker, and the uncoated side is facing the camcorder.

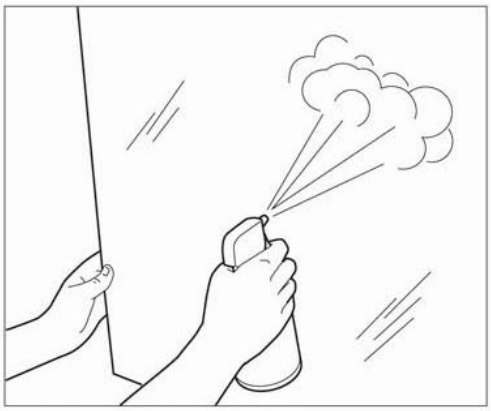


COATED SIDE - no gap between finger and reflection



UNCOATED SIDE - gap between finger and reflection

Glass mirror should be cleaned with 50% alcohol solution (lens cleaner) or a non-ammonia glass cleaner, and soft paper towels.



Use canned air to remove dust

Thank you for your purchase!

We hope you get many years of use from your new CobraCraneUSA System.

We put our products through comprehensive tests to ensure the highest reliability and compatibility. If you should experience any difficulties please contact us!

If I have a problem, should I return my product to retailer or place of purchase?

No: Your best option is to contact CobraCraneUSA customer support first. Do not return the product to the store/online retailer unless you are advised by a CobraCraneUSA agent; usually the stores and online retailers do not have the on-hand inventory to exchange the product.

Furthermore, they cannot repair or service the CobraCraneUSA line of products.

How do I get warranty support, including replacing/fixing a CobraCraneUSA product?

You should NOT return the product to the store/retailer. You should contact CobraCraneUSA support.

Tech Phone: 1-760-263-9536 (select support menu option)

Email: support@cobracraneusa.com

Web: http://www.cobracraneusa.com/support

Support Hours:

Monday - Friday: 9am - 4pm (PST/PDT)

Closed Saturday, Sunday and most major US holidays

Conditions of The Warranty:
CobraCraneUSA reserves the right to determine if a repair is subject to the warranty agreement. This warranty does not apply to products that have been damaged by abuse, misuse, modification or tampering or by any other cause not relating to either materials or workmanship. All products are to be shipped prepaid to CobraCraneUSA. CobraCraneUSA will return the repaired product via a like carrier, in the continental United States, only if the product is under warranty and subsequently found to be faulty. Out-of-warranty repaired products are shipped at the customer's expense. Turnaround time for warranty repairs will not exceed 4 days (not including shipping time), unless extraordinary fault conditions exist. For our international customers, please contact us for additional information.

Limited Warranty:
Labor and defects are covered for one (1) year from the original date of purchase. Only the original purchaser of the product is covered under this warranty. The warranty is not transferable. If you discover a defect, please refer to our Return Merchandise Authority Policy. The Warranty covers all CobraCraneUSA hardware defective in materials or workmanship. During this warranty period, CobraCraneUSA, at its option, will repair or replace product or product components, which in its opinion prove defective. This warranty service will be performed at no charge to the registered owner, provided you obtain a RMA number before shipping to CobraCraneUSA. CobraCraneUSA reserves the right to determine whether a needed repair is subject to the warranty as per its provisions stated herein. Transit damage caused by inadequate packing invalidates this warranty. This warranty will be void if, in the opinion of CobraCraneUSA, the product in question has been damaged through accident, misuse, misapplication, or as a result of service or modification performed not authorized in writing by CobraCraneUSA.

REPAIR OR REPLACEMENT AS PROVIDED UNDER THIS WARRANTY IS THE EXCLUSIVE REMEDY FOR THE CONSUMER. CobraCraneUSA SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR BREACH OF ANY EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT. EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ON THIS PRODUCT IS LIMITED TO THE DURATION OF THIS WARRANTY.

Return Merchandise Authorization Policy:
Damaged or defective CobraCraneUSA products that are purchased from CobraCraneUSA or it's authorized dealers may be returned for replacement only. CobraCraneUSA will not accept returns for any other reason. All eligible returns require a Return Merchandise Authorization (RMA) number.
Visit http://www.cobracraneusa.com/support, to obtain an RMA number. Items must be returned within 10 days of receiving your RMA number. Returned product must be complete with all original items and must have the RMA number clearly marked on the outside of the package. Incomplete or unauthorized returns will be refused.